

clift-38

| OFFICE OR STAFF | | OFFICE SYMBOL | APPROVAL DATE | CONTROL NUMBER | PAGE | OF | PAGES |
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| OFFICE OF SECURITY | | T | | 538 | 1 | 1 | 1 |
| DELETIONS | | | | ADDITIONS | | | |
| ORGANIZATIONAL UNIT AND POSITION TITLE | GRADE | POSITION CONTROL AND NUMBER | SD | ORGANIZATIONAL UNIT AND POSITION TITLE | OCCUPATIONAL CODE AND GRADE | POSITION CONTROL AND NUMBER | SD |
| ADMINISTRATIVE AND TRAINING STAFF BUDGET AND FINANCE BRANCH | | | | Same as on DELETIONS side | | | |
| Budget Assistant | GS-07 | 634 #1 | 57 | Budget Assistant | GS-0560.02-09 | 5 634 #1 | 57 |
| <p>NOV 31 1 00 PM '81</p> <p>COMPTROLLER</p> | | | | <p>4 - 6-4-81 006189</p> <p>38 01</p> <p>5 C</p> <p>22 2011</p> | | | |
| | | | | <p>Office of Comptroller will compensate in the near future.</p> | | | |
| STAFFING COMPLEMENT TOTALS | | | | 25X1A9a | | | |
| No Change | | | | <p>APPROVAL</p> <p>PR. VTD. PLEASE MAKE HANDS ON CHECK NECESSARY AND SIGNATURE</p> <p>Chief, Salary and Wage Division</p> | | | |
| STAFFING COMPLEMENT CHANGE AUTHORIZATION 538 | | | | | | | |

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6 December 1961

MEMORANDUM FOR: Comptroller

SUBJECT: Assignment of a GS-9 Budget and
Fiscal Accountant to the Office of Security

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1. Mr. [REDACTED] resigned from the Agency effective 25 November 1961. His departure left position SF 634 vacant in the Budget and Fiscal Branch of the Administration and Training Staff, Office of Security. It is requested that the SF Career Service Board provide a replacement for Mr. [REDACTED] as soon as possible.

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2. A new Position Description has been prepared for SF 634 and the position has been reallocated to grade GS-09. A copy of the new Position Description is attached for your information and guidance in the selection of a candidate.

3. It would be appreciated if the SF Career Service Board would select a GS-09 or senior GS-08 Finance Assistant for this position. An individual of this calibre could work effectively and act independently in the absence of the Chief and Deputy Chief of the Budget and Fiscal Branch.

4. This Office would appreciate expeditious selection of a candidate for this position in order to preclude a backlog of work at this critical time of the fiscal year.

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[REDACTED]
Sheffield Edwards
Director of Security

Attachment:
Position Description

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*Posted per Form 261
dtd. 1 Dec 1961
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